

RECORDS RETENTION AND DISPOSITION SCHEDULE

Finance Authority, Indiana. Indiana Toll Road.

RECORD		
RECORD	TITLE/DESCRIPTION	RETENTION PERIOD
SERIES	(This Retention Schedule is approved on a space-available basis)	
1 81-1079	SPECIFICATIONS	TRANSFER to the INDIANA ARCHIVES for
		EVALUATION, SAMPLING or WEEDING pursuant to
		archival principles after completion of
		project.
2 81-1084	FINAL CONTRACTS	TRANSFER to the INDIANA ARCHIVES for
	These are also called construction files.	EVALUATION, SAMPLING or WEEDING pursuant to
		archival principles after completion of
		project, and after receipt of STATE BOARD
		OF ACCOUNTS Audit Report and satisfaction
		of unsettled charges for the project year.
81-1078	BLUEPRINTS AND CONSTRUCTION PLANS	TRANSFER to the INDIANA ARCHIVES for
		EVALUATION, SAMPLING or WEEDING pursuant to
		archival principles after completion of
		project.
82-36	RIGHT-OF-WAY FILES	TRANSFER to the INDIANA ARCHIVES for
	Series contains deeds, complaints from land owners, and	EVALUATION, SAMPLING or WEEDING pursuant to
	correspondence. Most excess property has been sold.	archival principles, after completion of
		project and after receipt of STATE BOARD OF
		ACCOUNTS Audit Report and satisfaction of
		unsettled charges for the project year.
5 86-709	1980 LAND ACQUISITION PROJECT	TRANSFER to the INDIANA ARCHIVES for
	Six (6) additional interchanges were constructed in this	EVALUATION, SAMPLING or WEEDING pursuant to
	project. Records include real estate documents and	archival principles, after completion of
	correspondence, deeds and legal action.	project, and after receipt of STATE BOARD
		OF ACCOUNTS Audit Report and satisfaction
		of unsettled charges for the project year.
86-710	UTILITY CROSSING PERMITS	TRANSFER to the INDIANA ARCHIVES for
	Utilities desiring Toll Road easements submit an	EVALUATION, SAMPLING or WEEDING pursuant to
	application and pay a processing fee. An application is	archival principles after the end of the
	required for each new crossing and notice for work on	fiscal year of application or work-notice,
	existing crossings. Retention based on IC 34-11-2-6.	and after receipt of STATE BOARD OF
		ACCOUNTS Audit Report and satisfaction of
		unsettled charges for that year.
86-711	FINAL CONSTRUCTION RECORDS	TRANSFER to the INDIANA ARCHIVES for
	Records cover rehabilitation of the Toll Road areas. For	EVALUATION, SAMPLING or WEEDING pursuant to
	example, they could include resurfacing of road areas, or	archival principles after completion of
	remodeling of service areas. They may also include	project, and after receipt of STATE BOARD
	"as-built" plans.	OF ACCOUNTS Audit Report and satisfaction
		of unsettled charges for the project year.
86-712	1985 SERIES BOND INSTRUMENTS	TRANSFER to the INDIANA ARCHIVES for
	This record contains the trust indenture, official	EVALUATION, SAMPLING or WEEDING pursuant to
	statement (to prospective buyers), the lease-trust	archival principles, after receipt of STATE
	agreement and the lease.	BOARD OF ACCOUNTS Audit Report and
		satisfaction of unsettled charges for the
		1
	81-1079 81-1084 81-1078	81-1079 SPECIFICATIONS 81-1084 FINAL CONTRACTS These are also called construction files. 81-1078 BLUEPRINTS AND CONSTRUCTION PLANS 82-36 RIGHT-OF-WAY FILES Series contains deeds, complaints from land owners, and correspondence. Most excess property has been sold. 86-709 1980 LAND ACQUISITION PROJECT Six (6) additional interchanges were constructed in this project. Records include real estate documents and correspondence, deeds and legal action. 86-710 UTILITY CROSSING PERMITS Utilities desiring Toll Road easements submit an application and pay a processing fee. An application is required for each new crossing and notice for work on existing crossings. Retention based on IC 34-11-2-6. 86-711 FINAL CONSTRUCTION RECORDS Records cover rehabilitation of the Toll Road areas. For example, they could include resurfacing of road areas, or remodeling of service areas. They may also include "as-built" plans. 86-712 1985 SERIES BOND INSTRUMENTS This record contains the trust indenture, official statement (to prospective buyers), the lease-trust